



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-5, New Transaction Code (TC)/Suffix Code Combinations for U.S. Customs and Border Protection

Date: April 25, 2006

To: Holders of the Payroll/Personnel Manual (U.S. Customs and Border Protection)
T&A Contact Points (U.S. Customs and Border Protection)

Beginning with the preparation of Time and Attendance Reports (T&A) for Pay Period 9, 2006, the following (TC)/suffix code combinations will be available for U.S. Customs and Border Protection employees entitled to Customs Officers Pay Reform (COPR). These new TCs will allow COPR employees to receive night differential with compensatory time for travel.

- TC 64, Prefix 78, Suffix 5, Compensatory Travel (With Night Differential @ 15 percent). This TC is used to record the hours of compensatory time used that are to be charged against the compensatory time accrual for which an employee is entitled to night differential.
- TC 64, Prefix 78, Suffix 6, Compensatory Travel (With Night Differential @ 20 percent). This TC is used to record the hours of compensatory time used that are to be charged against the compensatory time accrual for which an employee is entitled to night differential.

Instructions for recording these TCs on T&A reports are provided in the attachment.

The T&A Instructions procedure (TNAINST), which is available online at the NFC Web site, has been updated to include the information in this bulletin. The Latest Update Information section at the beginning of the procedure will provide a summary of the update. To view and/or print this procedure, go to NFC's Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by Title/Chapter* or *List by System Acronym* and search for the TNAINST procedure on the list provided. If you are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about T&A's to the Call Center at **504-426-4630**.



MARK J. HAZUDA, Director
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Attachment

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Transaction Code Instructions

TC 64, Prefix 78, Suffix 5, Compensatory Travel (*With/Night Differential @ 15 percent*)

Used To Record: This TC is used to record the hours of compensatory time that are to be charged against the employee's accrued travel compensatory leave balance. This TC is used when the employee is entitled to night differential and the majority of hours (more than 4) fall between the hours of 3:00 p.m. and 12:00 midnight. An employee must be coded in the database to earn this compensation; otherwise, the T&A will reject.

Applies To: U.S. Customs and Border Protection, Customs Officers

Rate: Fifteen percent of basic hourly rate

Entry Instructions: Enter **64** in the TC field, **78** in the Prefix field, and **5** in the Suffix field. Enter the appropriate amount of time in the applicable Week1/Week 2 fields.

TC 64, Prefix 78, Suffix 6, Compensatory Travel (*With/Night Differential @ 20 percent*)

Used To Record: This TC is used to record the hours of compensatory time that are to be charged against the employee's accrued travel compensatory leave balance. This TC is used when the employee is entitled to night differential and the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m. An employee must be coded in the database to earn this compensation; otherwise, the T&A will reject.

Applies To: U.S. Customs and Border Protection, Customs Officers

Rate: Twenty percent of basic hourly rate

Entry Instructions: Enter **64** in the TC field, **78** in the Prefix field, and **6** in the Suffix field. Enter the appropriate amount of time in the applicable Week1/Week 2 fields.